

Administrative Assistant Job Description

Position Title:	Administrative Assistant	Grade:	1
Ministry Classification:	Administrative	Status:	Hourly
Supervisor:	Pastoral Associate	Revised:	January 2023

Position Summary:

Welcomes and greets people by phone and in person provides customer service as well as parish and ministry information as necessary. Provides secretarial and clerical support to parish administration and assists in daily office operations.

Essential Job Functions:

- Be present and responsive to all who enter the parish office and extending gracious hospitality on behalf of the pastor and parish.
- Be a liaison between the parish office and diocesan offices and other parish services
- Become familiar with the community itself, ethnic makeup, backgrounds, interest attitudes and age diversity, etc. of the people
- Enters new parishioner registrations, time and talent, and address changes into Parish Soft
- Prepares correspondence, reports, memos, parish bulletins, and other documents, as directed by Pastor and Pastoral Associate in English and Spanish
 - Sorts Mail and distributes as appropriate
 - Prepares outgoing mail (special mailings, bulk mailings etc) & pick up mail at Post Office
- Perform receptionist duties, including handling of office calls in a professional manner. Be aware of diocesan organizations their functions and contact persons.
 - May screen and directly handle telephone calls
- Enters and maintains mass intentions requests; types and distributes daily and Sunday Prayers of the Faithful; prepares Weekend Announcements (English and Spanish)
- Assists the Pastoral Assistant in maintaining files (Parishioners, fingerprinting, mandated reporter, safe conduct etc)
- Enters and updates Time and Talent information in Parish Soft
 - Prepares and updates Ministry Leaders list as needed
- Assists CFF on entering and updating Religious Education and Tuition Program for new and returning religious education students
- Enters Event request into Master Calendar
 - Be aware of activities of parish and know contact person
- Maintains appointment calendar of parish activities and Pastor
- Must be able to handle confidential matters
- Maintains Parish Contacts, Diocesan Policy and Hazardous Material Books
- Orders Offering Envelopes; Processes purchase orders and keeps inventory of supplies
- Operates and assists in the maintenance of office machines (computer, copier, typewriter. ect.)
- Responsible for taking minutes for Staff Meetings
- Bulletin preparation and editing as needed
- Prepares and mails parishioner contribution annual tax Statements
- Assists Bookkeeper with Capital Campaign, pledge set up; data entry; letters, reports and statements
- Works closely with Bookkeeper as to understand the work and be able to take over in case of emergency
- Maintains reception area, hall and kitchen clear of excess boxes and debris if it is light duty but otherwise call the Janitor or the volunteer maintenance crew for help
- May have to direct a set up or take down for special meeting in the parish office or church hall (not table/chairs)
- Responsible for hospitality table at meetings by calling the Holy Spirit Helpers or Ministries for help
- Other duties as assigned